



UTAH VALLEY UNIVERSITY
Policies and Procedures

Proposed Policy Number and Title: 601 Classroom Instruction and Management		
Existing Policy Number and Title: 601 Classroom Management		
Approval Process*		
<input type="checkbox"/> Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
X Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
	Anticipated Expiration Date:	
*See UVU Policy #101 <i>Policy Governing Policies</i> for process details.		

Draft Number and Date: <u>Stage 4 Board of Trustees</u>
President's Council Sponsor: <u>Ian Wilson</u> Ext. _____
Policy Steward: <u>Kat Brown</u> Ext. _____

POLICY APPROVAL PROCESS DATES

<p>Policy Drafting and Revision Entrance Date: <u>Returned to Stage 1 on 10/12/2011.</u></p> <p>University Entities Review Entrance Date: <u>02/09/2012</u></p> <p>University Community Review Entrance Date: <u>08/29/2013</u> Open Feedback: <u>08/29/2013</u> Close Feedback: <u>9/29/2013</u></p> <p>Board of Trustees Review Entrance Date: <u>11/19/2013</u> Approval Date: <u>MM/DD/YYYY</u></p>	<p align="center">POST APPROVAL PROCESS</p> <p>Verify:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Policy Number <input type="checkbox"/> Section <input type="checkbox"/> Title <input type="checkbox"/> BOT approval <input type="checkbox"/> Approval date <input type="checkbox"/> Effective date <input type="checkbox"/> Proper format of Policy Manual posting <input type="checkbox"/> TOPS Pipeline and Archives update <p>Policy Office personnel who verified and posted this policy to the University Policy Manual</p> <p>Name: _____</p> <p>Date posted and verified: <u>MM/DD/YYYY</u></p>
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POLICY TITLE	Classroom Instruction and Management	Policy Number	601
Section	Academics	Approval Date	
Subsection	Instruction and Curriculum	Effective Date	
Responsible Office	Academic Affairs		

1.0 PURPOSE

1.1 This policy sets forth university standards and procedures for syllabi, behavior, attendance, emergencies, and accommodations for students with disabilities and course assignment modification requests.

2.0 REFERENCES

2.1 *Rehabilitation Act Amendments of 1973, Section 504*

2.2 *ADA (Americans with Disabilities Act) Amendments Act of 2008*

2.3 *Utah State Board of Regents' Policy R481 Academic Freedom, Professional Responsibility, and Tenure*

2.4 *UVU Policy 152 Accommodations for Individuals with Disabilities*

2.5 *UVU Policy 153 Americans with Disabilities Act (ADA) Grievance Process*

2.6 *UVU Policy 154 Work Place Violence*

2.7 *UVU Policy 165 Discrimination, Harassment, and Affirmative Action*

2.8 *UVU Policy 503 Add/Drop/Withdrawals*

2.9 *UVU Policy 523 Grading*

2.10 *UVU Policy 541 Student Rights and Responsibilities Code*

2.11 *UVU Policy 602 Student Athlete Travel and Attendance*

2.12 *UVU Policy 635 Faculty Rights and Professional Responsibilities*



2.13 UVU Policy 648 *Faculty Personnel Reduction (Interim Policy)*

3.0 DEFINITIONS

3.1 Approved absences: Permission for students to be absent from a regularly scheduled class session in order to participate in officially sanctioned university activities, official athletic activities, religious observances, military responsibility, or other obligations or extenuating circumstances.

3.2 Disruptive behavior: Any actions that interfere with the faculty member's right or ability to conduct class and/or students' right or ability to learn.

3.3 Exclusionary behavior: Any type of behavior in the classroom that compromises a person's right to participate in activities, complete coursework, understand course content, and/or access necessary educational materials.

3.4 Extenuating circumstances: Significant emergencies or circumstances deemed applicable by the faculty/department chair including such things as a change in work schedule, a death in the immediate family, or a student's substantial illness or injury that prevents a student from completing the course.

3.5 Syllabus: An agreement between faculty and students that communicates course structure, schedule, student expectations, expected course outcomes, and methods of assessment to students.

4.0 POLICY

4.1 Classroom Environment

4.1.1 Faculty members are responsible for creating and maintaining an environment that is conducive to teaching and learning. Faculty members shall not permit classroom behavior that interferes with the faculty member's ability to teach and/or the students' ability to learn.

4.2 Syllabi

4.2.1 Faculty members shall supply a syllabus for each course they teach that clearly communicates course structure, schedule, student expectations, expected course outcomes, and methods of assessment. Faculty are free to set appropriate standards for student performance in their courses, subject to institutional standards.



4.2.2 The syllabus shall include the approved Accessibility Services syllabus statement in each course syllabus (the current statement is available from Accessibility Services).

4.3 Convening Class

4.3.1 Faculty members shall hold classes as listed in the university class schedule and provide office hours or other appropriate individual consultation for students as established by departmental guidelines. Faculty shall only cancel classes in cases of emergency or extenuating circumstances.

4.4 Finals

4.4.1 All courses shall have a final exam/assessment (see 5.3.1) that takes place during exam week. Any scheduled final assessment shall take place in the time and space designated in the university course schedule.

4.4.2 Faculty, within departmental guidelines, shall have the flexibility to determine appropriate methods of final assessment.

4.5 Attendance

4.5.1 Faculty shall determine student attendance requirements and the method to track student attendance in accordance with federal student financial aid guidelines.

4.5.2 Students absent from class may be permitted to make up both assignments and examinations when the absence is an approved absence or the absence is the result of an emergency or extenuating circumstance.

4.6 Accommodations for Students with Disabilities

4.6.1 Faculty shall provide reasonable and appropriate accommodations as recommended by the Accessibility Services Department for individuals with disabilities.

4.7 Course Assignment Modifications

4.7.1 Faculty have the authority to establish course content that fulfills and is based upon department/program objectives and criteria. Faculty shall fully and respectfully consider student course assignment modification requests. Faculty need not modify a course assignment when such modification would compromise legitimate course objectives or educational goals. Faculty members shall modify a course assignment when it has no reasonable relationship to the legitimate pedagogical goals of the course or when a denial of the request would be arbitrary, capricious, or illegal, as determined by the procedures in 5.4.



4.7.2 Students must recognize that their personal disagreement with an idea or theory that is part of the course assignment is not grounds for requesting a course assignment modification. Students must be able to articulate and understand ideas and theories important to the course, regardless of whether or not they agree with the course ideas or theories.

4.7.3 The University recognizes that students' sincerely-held core beliefs may make it difficult for students to fulfill some requirements of assignments, courses, or majors. The University assumes no obligation to ensure that all students are able to participate in a course or complete a major.

4.7.4 However, if a student determines that a course assignment or requirement conflicts with his or her sincerely-held core beliefs, the student has the right and responsibility to notify the faculty member of the conflict, to make a reasonable attempt to resolve the matter with the faculty member, and thereafter may make a written course assignment modification request in accordance with the procedures outline herein.

4.8 Emergency Situations in the Classroom

4.8.1 In accordance with university practices, faculty shall act to the best of their knowledge and belief in protecting students in an emergency situation.

5.0 PROCEDURES

5.1 Convening Class

5.1.1 A faculty member unable to convene class shall make arrangements according to departmental practices.

5.2 Attendance

5.2.1 Faculty shall supply last date of attendance information to university officials when requested.

5.2.2 Faculty shall arrange appropriate make-up assignments with a student who is absent as a result of participation in officially sanctioned university activities, state and federal obligations, religious observance, or significant emergencies or circumstances deemed applicable by the faculty in accordance with department practice.

5.2.3 If the faculty member denies a student make-up arrangements for an absence, as covered in 5.2.2, the student may make a written appeal to the department chair. The department chair's



written response to the student shall take place within two working days. The department chair's decision is final.

5.3 Exam Schedule

5.3.1 Final exam/assessment schedules for each semester are published on the University's website. A faculty member may provide an alternate exam time for a student with more than three final exams on the same day. Student shall submit a written request in a timely manner for alternate arrangements.

5.4 Course Assignment Modification

5.4.1 As soon as an assignment or a requirement is posted or made available, it is the student's obligation to determine when course assignments conflict with the student's sincerely-held core beliefs. If there is such a conflict, the student should consider dropping the class. If the student is unable to drop the course, the student and faculty member shall make every effort to resolve the matter informally and respectfully.

5.4.2 If the student and the faculty member are unable to resolve the matter informally, the student shall give to the faculty member a written and dated assignment modification request. In this written request, the student has the burden to clearly articulate how the course assignment conflicts with his or her sincerely-held core beliefs.

5.4.3 Faculty shall respond in writing to an assignment modification request within two working days, indicating whether the request was approved or denied. If the faculty member denies the request, he or she shall provide the student with a written explanation for the denial based on the following considerations:

- 1) The importance of the particular assignment to the course;
- 2) The burden on the student's sincerely-held core belief;
- 3) The difficulty of administering a course assignment modification.

The written denial shall include the denial appeal process as laid out in 5.4.5 through 5.4.7. If the faculty member approves the request, then an alternative course assignment will be required of the student making the request. Such alternative course requirements should not be unreasonable, egregious, capricious, irrelevant, or illegal.

5.4.4 Requests will be individually evaluated in relation to the above considerations; the granting of one such request will not guarantee that all requests will be granted. Because the criteria and requirements in 5.4.3 will apply differently to each instructor and to each assignment in each



course, modifications granted by an instructor in one course will not affect decisions by the same instructor in other courses or by other instructors in the same or other courses.

5.4.5 If a faculty member denies a course assignment modification request, the student may appeal that denial in writing within a reasonable time frame, typically within three working days, to the chair of the department. In consultation with the faculty member, the department chair or his or her designee shall act on the student's appeal within three working days of receipt of the written appeal. If the department chair or his or her designee approves the request, he or she, in consultation with the faculty member, will determine an alternative assignment within three working days.

5.4.6 If the department chair or his or her designee denies the request, the student may appeal the denial in writing within a reasonable time frame of receipt to the dean of the school or college. The dean or his or her designee, in consultation with the faculty member and the department chair, shall provide a written determination to the student, either granting or denying the appeal, within three working days of receiving the appeal. The dean's decision is final. Lack of response on the part of the chair or dean within the time allotted, barring extenuating circumstances, shall constitute confirmation of the faculty member's decision.

5.4.7 If the dean or his or her designee approves the request, he or she, in consultation with the faculty member and department chair, shall determine an alternative course assignment within three working days.

5.5 Discriminatory, Exclusionary, or Disruptive Behavior

5.5.1 Faculty members observing discriminatory, exclusionary, or disruptive behavior follow procedures described in UVU Policy 541 *Student Rights and Responsibilities Code*.

5.6 Dangerous Behavior

5.6.1 The faculty member has the right to demand and secure the immediate removal of any person from the classroom whenever the faculty member determines, to the best of his or her knowledge or belief, that the person's actions are threatening or dangerous to students or themselves. If the faculty member cannot resolve a disruptive situation, the faculty member may request that the disruptive person(s) leave the classroom. If the disruptive person(s) will not leave voluntarily, the faculty member may call University Police for assistance. The incident shall be reported to the Dean of Students and to the Director of Judicial Affairs in accordance with Policy 541 *Student Rights and Responsibilities Code*.

5.6.2 If the faculty member determines that there is a threat of imminent danger, the faculty member has the right to declare the class session terminated and leave the classroom and/or take other appropriate action per their best judgment. The faculty member shall report in writing to the department chair any classroom disruption that leads to a class session being terminated. The



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incident shall be reported to the Dean of Students and to the Director of Judicial Affairs in accordance with Policy 541 *Student Rights and Responsibilities Code*.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity



Utah Valley University Policies and Procedures

Title	Classroom Management	Number	601
Section	Academics	Approval Date	Feb 02, 1993
Subsection	Instruction and Curriculum	Effective Date	Feb 02, 1993

I. Policy

A. *Course Syllabi*

Faculty members are to use departmentally approved course syllabi in each class. These syllabi should include an outline of the course objectives, requirements, etc., and should be distributed to class members at the beginning of the first day of class. Assignments should be made in accordance with the course syllabus.

B. *Student Attendance*

1. At Utah Valley University class attendance is important; at any time, a student has the right to ask an instructor to verify his or her attendance.
2. Sponsoring agencies require that a last date of attendance be reported for all clients who do not complete a course for credit. Instructors should indicate the last date of attendance on the final grade roll for all non-completing students.

C. *Final Examinations*

1. The institution requires faculty members to give a final examination for all classes. Day classes have scheduled times for final exams, which are published in the class schedule and the school newspaper. Evening class finals are usually given during regularly scheduled class time during final exam week. Final exams for full-semester day classes are not to be changed from the published schedule for any reason.
2. Finals are usually scheduled for 2 hours for each class. Deadlines for grade submission will be publicized by Academic Support Services.

D. *Grading Practices*

1. Final grade rolls are sent to the Department Office for distribution about 10 days before the end of each semester. Instructions for marking grades are provided with the grade sheets and grades are submitted to the Registration Office.
2. Grading Scale
 - a. UVU uses a 4.0 scale for assigning grades, with the following values being assigned to each grade:



~~4.0=A 3.0=B 2.0=C 1.0=D
3.7=A- 2.7=B- 1.7=C- 0.7=D-
3.4=B+ 2.4=C+ 1.4=D+ 0.0=E~~

~~b. Students whose names appear on the grade roll but have not attended the class must be given an E grade or an Unofficial Withdrawal (UW) grade. For UW's, the last date of attendance must be indicated next to the name on the grade sheet. When an "E" grade is given because of class failure, a last date of attendance must be indicated also.~~

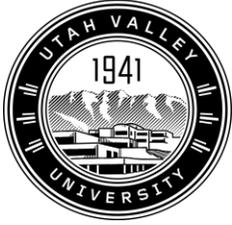
~~c. Incompletes: The letter grade "I" may be used to indicate the required work for a class has not been completed by an enrolled student. An "I" is given only in rare cases when hardship circumstances beyond the student's control make it impossible to complete the required work within the prescribed time. When an "I" grade is given, the last date of attendance must be indicated. In using the "I" grade, instructors should be guided by:~~

- ~~1. Length of time the student was out of class or unable to perform (usually more than five consecutive days) and~~
- ~~2. Reason for the absence (examples: illness or disability monitored by a doctor; family deaths.)~~

~~d. "I" grades should not be requested or given for lack of completion of work resulting from such reasons as personal problems, financial problems, procrastination, or dissatisfaction with the grade earned as a result of incomplete work.~~

~~e. Arrangements to remove an "I" grade must be made by the student with the instructor. An "Incomplete Grade Form" indicating work completed and work to be completed must be filled out, signed by the department chair, and turned in with the instructor's grade sheets. Work to be completed should be finished in the first two or three weeks following the end of the semester in which the incomplete grade was given. The work cannot be completed by retaking the course. (If such option is preferred, the student should take the grade earned lacking all the work and then retake the class for a better grade which will replace the earlier grade.) In all cases, the "I" grade must be made up within one year. If it is not, the "I" grade will automatically be changed to an "E". "I" grades are not computed in the GPA.~~

~~f. Credit for a class in which an "I" is given must be earned and completed by the date the Application for Graduation is required if the credit is to be used for graduation.~~



E. ~~Rolls and Record Keeping~~

~~Rolls or class lists are distributed four times during the semester: during the first week of school, the third week of school, the ninth week of school, and the thirteenth week of school (final grade roll). Faculty members should be certain students attending classes are registered properly and their names appear on the roll. Any student whose name does not appear should be sent to the Registration Office to resolve any problems. The third set of rolls or class lists is used to prepare the final grade sheets. Since any student whose name does not appear on the grade sheet cannot receive credit for the class, the ninth week roll should be completely accurate.~~

~~Attendance sheets can be used to record attendance, scores, etc. However, all attendance sheets should be retained for use for verification of enrollment should that be necessary. Although it is not necessary to call roll in every class, it is necessary to monitor attendance. This can be done by getting acquainted with students at the beginning of the semester and noting attendance each time or by calling roll if that is more convenient.~~